



Receive Sample at Lab Unit- QRG

This QRG gives instructions on how to receive Sample Records at a Lab Unit.

The Receive Samples at Lab Unit queue is used to document that material samples are, and/or documentation is, available for the assigned lab to test or review.

Receive Sample at Lab Unit

▼ Receive Sample at Lab Unit
Mark As Received ▼ ?

Receive at Lab Unit

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0 added
0 marked for deletion
0 changed

	Sample ID *	Material Code	Material Name	Lab Control Number
<input type="checkbox"/>	JJ20200219034838	422PMTP	Pavement Marking Traffic Paint	CNJJ20200219034838
<input type="checkbox"/>	JJ20200219035407	422PMTP	Pavement Marking Traffic Paint	CNJJ20200219034838
<input type="checkbox"/>	JJ20200219035656	422PMTP	Pavement Marking Traffic Paint	CNJJ20200219035656
<input type="checkbox"/>	JJ20200219040025	422PMTP	Pavement Marking Traffic Paint	CNJJ20200219035656

- Receive at Lab Unit

- Begin by selecting the lab unit that is going to receive the sample in the “Receive at Lab Unit” field. This can be done by searching or entering the Lab Unit ID.

Receive Sample at Lab Unit

Receive at Lab Unit

No n AGG NDOT Aggregate Lab

BAGG NDOT Bituminous Aggregate Lab

FIELDAGG Field (AGG)

UNITAGG NDOT Aggregate Lab

FIELDBAGG Field (BAGG)

UNITBAGG NDOT Bituminous Aggregate Lab

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- Filtering available records

- The second row of fields in the Receive Sample at Lab Unit queue are used to filter and find the samples that are desired to be received.

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Receive Sample at Lab Unit- QRG

- The first field narrows available records by Sample information.

Sample ID *	Material Code
<input type="checkbox"/> BS20200825014406	UMA
<input type="checkbox"/> BS20200903064342	422RS
<input type="checkbox"/> BS20200908025209	514MICRO

- The second field narrows available records by Lab Unit

Lab Unit
AGG NDOT Aggregate Lab
BAGG NDOT Bituminous Aggregate Lab
FIELDAGG Field (AGG)
UNITAGG NDOT Aggregate Lab
FIELDBAGG Field (BAGG)
UNITBAGG NDOT Bituminous Aggregate Lab

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- Mark as Received

- To receive records, use the check box to the left of the Sample ID to mark all records intended to be received.

Sample ID *
<input type="checkbox"/> BS20200825014406
<input type="checkbox"/> BS20200903064342
<input checked="" type="checkbox"/> BS20200908025209

- Click on the "Mark as Received" button in the upper right to complete the Receiving.

Receive Sample at **There are unsaved changes.** Receive Sample Record

Receive Sample at Lab Unit Mark As Received ?

Receive at Lab Unit

AGG
NDOT Aggregate Lab

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0 added 0 marked for deletion 0 changed

Sample ID *	Material Code	Material Name
<input type="checkbox"/> BS20200825014406	UMA	Universal Material Acceptance
<input type="checkbox"/> BS20200903064342	422RS	Reflective Sheeting
<input checked="" type="checkbox"/> BS20200908025209	514MICRO	Microsurfacing Aggregate